



Change Notice

DIRECTIVE AFFECTED: 5050.47
CHANGE NOTICE NUMBER: 5050.47
DATE: 12/16/98

1. PURPOSE AND SCOPE. To update the Program Statement, Parole Hearings; Employees Serving as Inmate Representatives.
2. SUMMARY OF CHANGES. The ability of contract staff to represent an inmate is clarified. The Responsibilities of Employees Representing Inmates at Parole Hearings form (BP-S624) has been removed. The form is available on BOPDOCS.
3. ACTION. File this Change Notice in front of the Program Statement, Parole Hearings; Employees Serving as Inmate Representatives.

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: CPD
NUMBER: 5050.47
DATE: 12/16/98
SUBJECT: Parole Hearings;
Employees Serving as
Inmate Representatives

1. PURPOSE AND SCOPE. To outline responsibilities and procedures for a Bureau employee to represent an inmate at a parole hearing.

The U.S. Parole Commission allows inmates to be represented at parole hearings by a person of the inmate's choice. Occasionally, inmates request a Bureau employee as their representative.

2. PROGRAM OBJECTIVE. The expected result of this program statement is:

Clear guidelines on the responsibilities of representing an inmate at a parole hearing will be provided to any employee who represents an inmate.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5050.45 Parole Hearings, Staff Serving as Inmate
Representative (9/4/96)

b. Directives Referenced

PS 1351.04 Release of Information (12/5/96)
PS 5840.03 Staff Correspondence About Inmates (3/4/93)

U.S. Parole Commission, Rules and Procedures Manual

4. STANDARDS REFERENCED. None.

5. PRETRIAL/HOLDOVER/AND OR DETAINEE PROCEDURES. Procedures required in this Program Statement do not apply to pretrial or detainee inmates unless they require a parole hearing while in holdover status.

6. PROCEDURES

a. An inmate either waives representation or chooses a representative by completing the Notice of Hearing-Parole Application Representative and Disclosure Request form (Parole Form I-24).

b. If the inmate requests a Bureau or contract employee as a representative, that employee may accept or decline to participate.

c. Employees who agree to serve as an inmate's representative shall read and sign the Responsibilities of Employees Representing Inmates at Parole Hearings form (BP-S264) (available on BOPDOCS), certifying they understand their role and responsibilities.

This must be done prior to the parole hearing.

d. A Unit Team member shall witness the representative's signature and ensure the representative receives a copy. A copy is placed in the Inmate Central File. Upon his or her request, the inmate may also be given a copy.

7. ORIENTATION. Provisions of this Program Statement shall be included in the orientation for new employees.

/s/

Kathleen Hawk Sawyer
Director